

Request for Proposal (“RFP”)
City-wide Comprehensive Janitorial and Related Supplemental Services
DCAM-21-NC-RFP-0009

Addendum No. 04
 Issued: December 17, 2020

This Addendum No. 04 is issued by DGS on December 17, 2020. Except as modified herein, the Request for Proposal (“RFP”) remains unmodified and is hereby published on the DGS website.

Item No. 1	Explanation to Prospective Offerors
<i>Add/Incorporate</i>	The District’s response to Offeror questions is hereby incorporated as <i>Exhibit A</i> .
Item No. 2	Site-specific Building Data
<i>Add/Incorporate</i>	Site-specifics data for various buildings/locations provided as <i>Exhibit B</i> .
Item No. 3	Attachments J.11 A, B, C, D, E, F, G and H
<i>Delete in its entirety</i>	All Attachments J.11 for each individual Asset Class Group identified as A, B, C, D, E, F, G and H published on Monday, November 9, 2020.
<i>Replace with:</i>	Attachments J. 11 for each individual Asset Class Group identified as A, B, C, D, E, F, G and H Revised December 16, 2020
	NOTE: Each revised Attachment J.11 (Asset Class Groups A-H) includes approximate facility gross square footage and Reimbursable Supplemental Services Line Items.
Item No. 4	Zero Waste Packaging – Reduce or Recycle
<i>Delete in its entirety</i>	Section C.10.7.1
<i>Replace with:</i>	C.10.7.1 If possible, the Contractor shall use products that are in reusable or refillable containers. If and only if reusable or refillable containers are not an option (not available or pose a

credible risk to health and safety), the Contractor shall use products in containers that are recyclable and are made with recycled content.

Item No. 5

Delete in its entirety

Replace with:

Standard Cleaning-Fitness Centers (if and where applicable)

Section C.6.5.4.1 (a) Surfaces

Section C.6.5.4.1 (a) Surfaces: All metal (door frames and handles, fixtures, exercise equipment) and glazed surfaces (including partitions), shall be sanitized and free of smears, finger marks, and streaks. All metal and glaze surfaces shall have a uniform finish. All surfaces shall be sanitized using the most rigorous standards stipulated by the CDC with respect to guidelines for cleaning practices for the prevention and spread of communicable/infectious disease.

Item No. 6

Delete in its entirety

Replace with:

Type of Contract

Section B.2 – B.2.1 Contract Type

B.2 TYPE OF CONTRACT. In accordance with 27 DCMR Chapter 24 the District contemplates award of multiple Firm Fixed Price Contracts with a cost reimbursement component to be paid on a Firm-fixed per Service and Time & Material basis, for the specified supplemental janitorial services as defined in Section [B.4.1] – Price Schedules.

B.2.1 The Firm-Fixed Price type Contract awarded pursuant to this Request for Proposal (“RFP”) shall include pricing as defined by the two (2) categories below:

- a) Firm-fixed and fully loaded monthly service rate pricing for daily janitorial/housekeeping services;
- b) Cost reimbursement for Supplemental Services paid on a time and material basis:
 - i. Firm-fixed and fully loaded Direct labor hourly rates.

Item No. 7

Delete in its entirety

Replace with:

Price – Cost Schedules & Contractor Compensation

Section B.4 Price – Cost Schedules & Contractor Compensation

B.4 Price – Cost Schedules & Contractor Compensation

The firm-fixed, fully loaded monthly services rate identified in Section [B.4.1], and those firm-fixed direct labor hourly rates for Supplemental Services shall be the Contractor’s sole method of compensation and as such, shall be sufficient to cover all of the costs necessary to provide services including, but not limited to: labor, supplies (e.g. all consumable supplies including toilet paper, paper towel, hand-soap, hand sanitizer, air freshener, trash liners and all else required as reasonably inferred), materials, vehicles, transportation, travel to and from work sites, per diem, subcontractor costs, home office overhead, profit, insurance coverage and provisions as required in Section [I.14] as well as the applicable year-over-year changes in wages directly attributed to market variables of the US Department of Labor Wage Determination and the D.C. Living Wage increases (collectively, changes to the governed labor laws and wages), whichever prevailing wage is applicable under the award of the Contract and all subsequent Option Periods and all else necessary to perform the work described hereunder. The Contractor Agrees and acknowledges that it shall follow the most current wage requirements.

Item No. 8

Delete in its entirety

Replace with:

Price – Cost Schedules & Contractor Compensation

Section B.4.1

B.4.2 Cost Reimbursement. The Contractor will be reimbursed for all supplemental services on a time and material basis pursuant to the firm-fixed direct labor hourly rates established in Section [B.4.1]. Reimbursable Services will be considered only after the Contracting Officer’s Technical Representative (“COTR”) has determined the price to be reasonable, allowable, and allocable in accordance with Chapter 24 (Contract Cost Principles) of DCMR Title 27, Chapter 2405 (Cost Reimbursement Contracts); and the following are complete: (i) the Contractor provides the Department with a written estimate (“Quote”)

outlining the itemized cost of services and materials required to complete the subject services. The Quote shall include but is not limited to, an itemized list of services and applicable labor categories, the labor rate, total number of laborers and projected services hours, (ii) the COTR approves the quote and finally (iii) a Purchase Order (“PO”) is in place for the applicable period (e.g. BP, OY1, OY2, OY3

Item No. 9

Delete in its entirety

Replace with:

Cost Reimbursement Ceiling for Supplemental Services

Section C.7 Cost Reimbursement Ceiling for Supplemental Services

C.7.3 Cost Reimbursement Ceiling for Supplemental Services. The Contractor will be reimbursed for all supplemental services on a time and material basis pursuant to the firm-fixed direct labor hourly rates established in Section [B.4.1]. Reimbursable Services will be considered only after the Contracting Officer’s Technical Representative (“COTR”) has determined the price to be reasonable, allowable, and allocable in accordance with Chapter 24 (Contract Cost Principles) of DCMR Title 27, Chapter 2405 (Cost Reimbursement Contracts); and the following are complete: (i) the Contractor provides the Department with a written estimate (“Quote”) outlining the itemized cost of services and materials required to complete the subject services. The Quote shall include but is not limited to, an itemized list of services and applicable labor categories, the labor rate, total number of laborers and projected services hours, (ii) the COTR approves the quote and finally (iii) a Purchase Order (“PO”) is in place for the applicable period (e.g. BP, OY1, OY2, OY3 and or OY4). These reimbursable time and material cost shall not exceed the annual ceiling as defined in Section [B.4.2.1].

Item No. 10

Delete in its entirety

Replace with:

Types of Supplemental Services

C.7.4 Types of Supplemental Services

C.7.4 Types of Supplemental Services. The below list is not intended to be a complete list nor are these services intended to be in accordance with cleaning schedules for specific areas and or facilities. These supplemental services will be provided on a reimbursable basis and only after the COTR request services and the COTR and Contractor meet to determine an appropriate services schedule.

- (a) Hourly rate Communicable/Infectious Disease Site/Space Contamination Deep Cleaning,
- (b) Hourly rate Exterior Window Washing for second story windows and above, and
- (c) Hourly rate Exterior Washing of Canopies

Item No. 11

Delete in its entirety

Replace with:

Option Year Periods of Performance

Section F.2.3

F.2.3 The firm-fixed, fully loaded monthly services rate identified in Section [B.4.1], and those firm-fixed direct labor hourly rates for Supplemental Services for the Base Period and each subsequent Option Period, shall be as specified in Section [B.4.1] of the Contract and are firm throughout the contract term.

Item No. 12

Delete in its entirety

Replace with:

Option Year Periods of Performance

Section F.2.4

F.2.4 The total duration of this Contract, including the exercise of any options under this clause, shall not exceed five (5) years unless prior to the expiration of a contract, the Chief Procurement Officer determines in writing that it is in the best interest of the District to extend the term beyond the total term specified and provides justification for using a sole source modification in accordance with Chapter 47 of Title 27 of the DCMR.

Item No. 13

Green Cleaning Plan

Add/Incorporate

The Contractor shall submit its Green Cleaning Plan (10) Days Post Contract Award for Review and Approval by the COTR.

Item No. 14

Payment for Reimbursable Services

Delete in its entirety

Section G.4.3

Replace with:

G.4.3 Payment for Reimbursable Services. The Contractor will be reimbursed for all supplemental services on a time and material basis pursuant to the firm-fixed direct labor hourly rates established in Section [B.4.1]. Reimbursable Services will be considered only after the Contracting Officer’s Technical Representative (“COTR”) has determined the price to be reasonable, allowable, and allocable in accordance with Chapter 24 (Contract Cost Principles) of DCMR Title 27, Chapter 2405 (Cost Reimbursement Contracts); and the following are complete: (i) the Contractor provides the Department with a written estimate (“Quote”) outlining the itemized cost of services and materials required to complete the subject services. The Quote shall include but is not limited to, an itemized list of services and applicable labor categories, the labor rate, total number of laborers and projected services hours, (ii) the COTR approves the quote and finally (iii) a Purchase Order (“PO”) is in place for the applicable period (e.g. BP, OY1, OY2, OY3 and or OY4). These reimbursable, time and material cost shall-not exceed the annual ceiling as defined in Section [B.4.2.1].

Item No. 15

Payment for Reimbursable Services

Delete in its entirety

L.1.1 Most Advantageous to the District

Replace with:

L.1.1 Most Advantageous to the District. The Department intends to award up-to, eight (8) Contractors (one (1) Contractor for each Asset Class Group, and one (1) Asset Class Group per Contractor) to the responsive and responsible Offerors whose offers conform to

the solicitation and will be most advantageous to the Department, in accordance with D.C. Official Code § 2-354.03, cost or price, technical and other factors, specified elsewhere in this solicitation shall be considered.

Item No. 16

Insurance

Delete in its entirety

I.14 Insurance

Replace with:

I.14 Insurance incorporated as *Exhibit C*

Item No. 17

Proposal Submission Date And Time

Delete in its entirety

Section A Procurement Schedule and Section [L.7.1].

Replace with:

Pursuant to the current District of Columbia Government, State of Emergency executive order signed by Mayor Muriel Bowser on March 11, 2020 (and as amended), in response to the current SARS-CoV-2 (COVID-19) Coronavirus-19 Pandemic, all proposals, Volume I – Technical, Volume II – Price and all applicable Compliance Documents ***shall be submitted electronically***, on or before the proposal submission due date, ***Monday, January 4, 2021 no later than 2:00 P.M. EST*** sharp, via email to DGS.GOODS-SERVICES@DC.GOV accordance with the submission requirements as outlined in **Section [L.2] through [L.3]**.

All other terms and conditions remain unchanged.


 Kimberly Gray
 Supervisory, Contract Specialist/Contracting Officer
 Goods & Services

December 17, 2020
 Date

~End of Addendum No. 04~